

WASHINGTON STATE SENATE POSITION ANNOUNCEMENT

Staff Director Senate Committee Services

The Washington State Senate is seeking a highly-qualified individual who values public service to lead the professional non-partisan staff that serves the members of the Senate and its standing and special committees. The Senate is recruiting for the position of Staff Director for Senate Committee Services (SCS). This is a full-time non-partisan position, exempt from civil service. The director reports to the Senate's bi-partisan Facilities & Operations Committee and to the Secretary of the Senate, the Senate's chief administrative officer.

About Senate Committee Services

The SCS mission is to assist Senators in developing and evaluating alternatives to achieve their policy objectives. In furtherance of this mission, SCS provides non-partisan support to the standing and special committees of the Senate, and to individual senators. The full-time staff consists of approximately 60 attorneys, analysts and administrative staff, supplemented by an additional 20 to 30 temporary staff during the annual legislative sessions. The SCS staff's duties in support of the Senate's constitutional responsibilities are far-ranging and include legal, policy and fiscal analysis, drafting of legislation, advising on the intricacies of the legislative process, committee administration, and ensuring the efficient conduct of legislative hearings and related processes.

About the Position

The Staff Director is the senior leadership and managerial position on the Senate Committee Services staff. The director is responsible for the recruitment, development and supervision of a motivated, professional, non-partisan staff that provides high quality service to senators and the public, and for ensuring the effective operation of committee processes. The position requires superior judgment, organizational and interpersonal skills, and the ability to address the often competing expectations of various stakeholders. The director must function effectively in the unique legislative environment, during both annual sessions and the interim between sessions.

Desirable Qualifications

- ★ Experience in staff organization and management (including compensation and benefits), and professional staff development
- ★ Experience with personnel recruitment in the legislative or public policy arena
- ★ Demonstrated ability to work effectively with elected officials of both parties
- ★ Working knowledge of the legislative process based on substantial experience in a legislative or other public policy making setting
- ★ Ability to communicate effectively and represent SCS in a variety of public and private settings

- ★ Demonstrated knowledge of state-of-the-art methods and techniques for policy research and development
- ★ Understanding of parliamentary rules and principles, particularly as they relate to committee procedures

An advanced degree in management, public administration, law, or a related field is highly desirable.

Compensation

Legislative salaries are competitive. The specific salary will depend on experience and education. A comprehensive benefits package is provided, including retirement plans, health and dental care coverage, vacation and sick leave, as well as other benefit options.

Application Process

Interested applicants should submit: (1) a letter of interest describing their specific qualifications for the position; (2) a current resume detailing experience and education; and (3) at least three references with contact information.

Please send the application to:

SCS Director Search
Secretary of the Senate
Washington State Senate
309 Legislative Building
P.O. Box 40482
Olympia, Washington 98504-0482

Requests for additional information should be directed to the Secretary of the Senate at 360.786.7550

Applications should be submitted as soon as possible and must be received no later than February, 1, 2006. The review and selection process will begin thereafter.

The Washington State Senate is an Equal Opportunity Employer.